

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120123-8

REPORTS INVENTORY

DDS/OL/SD-65

XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Location ☐ Demand & Issue Activity Register2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

121

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS, OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-7	3.89	5	19.45	12	233.40

B. COSTS OF COMPUTER PRODUCED REPORTS

			4.55	12	54.60
--	--	--	------	----	-------

TOTAL COSTS PER YEAR

288.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Statistical data required in determining Economic Order Quantity in
the normal process of item stock replenishment. Required in providing
statistical and management analysis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)☐

CHANGE

☐

DISCONTINUE

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25 Sept 70

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120123-8

- AC/OL/SD/SMB/GMMS

FORM

142

Classification

(22-26-12)